



LARRY HOGAN
Governor

BOYD K. RUTHERFORD
Lt. Governor

KENNETH C. HOLT
Secretary

TONY REED
Deputy Secretary

Pre-Proposal Conference Summary

The following is a summary of items discussed at the Pre-Proposal Conference held on Tuesday, March 7, 2018. This summary is intended to be a general record of the meeting and **does not** constitute an amendment to the RFP.

- **Introduction:** The meeting opened at 10:10 a.m. Amanda Sadler from DHCD Procurement presided. Twelve (12) people attended, including seven (7) people from DHCD and five (5) representatives from five (5) unique vendors.

- **Overview:** Mrs. Sadler went over key information of the solicitation:

Solicitation Number: S00R8400007

Title: Asset Management: Physical Site Inspection Services

Due Date: March 29, 2018 at 2:00 p.m.

MBE Goal: 35% / VSBE Goal: 1%

- **Page 21, Section 4.17 - Mandatory Contractual Terms:** Mrs. Sadler called attention to this section of the RFP and stated that the State's mandatory terms and conditions are in the Code of Maryland Regulations (COMAR) and that taking exception to them may result in a proposal being rejected.
- **Page 1, Section 1 - Minimum Qualifications:** Mrs. Sadler explained that a factor that can automatically render a proposal not reasonably susceptible of being awarded a contract is not providing documentation of minimum qualifications.
- **Pages 2, Section 2 – Scope of Work:** Mrs. Sadler introduced the Contract Monitor, John / Jean to speak in regards to the Scope of Work.
- **Vendor Questions and Comments:** Questions may be submitted up to close of business on Thursday, March 22, 2018.
- **Previous Contract Information:** Contract Start Date: 05/10/2010 – Contract End Date: 12/31/2017
Contract Start Date: 05/10/2010 – Contract End Date: 12/31/2017
Total Contract Award Amount: \$461,875.00
Contract Awarded To: PCI Consultants, Inc., 9712 Belair Rd, Suite 204, Nottingham, MD, 21236

MBE/VSBE Goals: For any questions or concerns in relation to MBE and/or VSBE Goals and/or forms, please contact:



Jacquetta Hagler
Phone: 301.429.7442
Email: jacquetta.hagler@maryland.gov

Adjournment: The meeting closed at 10:50 a.m. All vendor attendees signed in. Vendors were invited to stay and meet other vendors as well as MBE's.